



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 23, 1976	1. Agency Address Georgia Department of Human Resources Division of Benefits Payments Food Stamp Unit - 618 Ponce de Leon, N.E. Atlanta, Georgia 30306	Application Number <b>76-114</b>	
Application Number DHR-45		Date Received MAR 20 1976	Date Completed APR 01 1978
2. Person to Contact Mrs. Sue McCoy		Working Title Typist III	Telephone Number 894-4250
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ New Program Began July, 1975		5. Records Series Title (followed by title used in office, if different) FOOD STAMP EFFICIENCY and EFFECTIVENESS REPORT FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Division of Benefits Payments is responsible for supervising and regulating assistance programs which provide to indigents in the State food and monetary assistance and/or medical care.  The Food Stamp Unit is responsible for the administration of the Food Stamp program within the State. Included, but not limited to, are: the certification of applicant households; the acceptance, storage, and protection of coupons after their delivery to receiving points within the State; outreach to potentially eligible households; the issuance of food coupons to eligible households; and the control of and accountability for the food coupons.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: survey and evaluation, State-wide, as to the efficiency and effectiveness of the Food Stamp Program in Georgia.  Included are: United States Department of Agriculture-Food and Nutrition Service form FNS FS-1 "Food Stamp Performance Reporting System Report of Review Findings", a report of findings, by State Food Office personnel, as to compliance with regulations for a particular Food Stamp Project area; instructions to the particular Food Stamp Project Office as to corrections which must be made for compliance with Food Program; and unnumbered form "County Corrective Actions to Efficiency and Effectiveness Review in Food Stamp Program" showing that corrections have been made.  File is arranged: alphabetically by county.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>occasional</u> ; Thirteen to twenty-four months old <u>occasional</u> ; twenty-five months and older <u>rarely</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>6</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. planned each 6 months (not yet available)
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	3 years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

see attached regulation - Federal Register - page 11261

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then, \_\_\_\_\_
- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When file is completed, place all papers in closed file; cut off closed file at the end of each fiscal year; hold in current files area 1 year; transfer to State Records Center, hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Brenda B. Wayne	3/23/76	Elizabeth A. Ciant	3/23/76
State Records Committee (Signature)		Date	
State Auditor/Designee		William M. Dixon	3-31-76
Secretary of State/Designee		Carroll Hart	3-29-76
Attorney General/Designee		ATJuell	4-2-76

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)